

# **Student/Parent Handbook**

## **2007-2008**

*Davis Drive Middle School*  
*Dr. Tina Y. Hoots, Principal*

Students will receive the *Wake County Public School System Student/Parent Handbook* at the beginning of the school year. Teachers and administrators will discuss the policies with the students. Parents and students should read the handbook and become familiar with policies and procedures.

Students who violate policies are subject to behavior modifications that may include team consequences, parent phone calls, parent conferences, lunch detention, after-school detention, restitution, in-school suspension, and out-of-school suspension.

Students and parents who have suggestions or concerns should communicate with their teacher immediately. Should a concern not be resolved, the student and/or parent should contact the grade level counselor, administrator, or the school principal. Parents are encouraged to stay in contact with the school by making appointments or scheduling a conference whenever necessary. Faculty/staff websites, phone numbers and email addresses are available for parents and students.

**To preserve a safe and orderly academic environment, students are asked to proceed accordingly:**

1. Treat people with respect.
2. Get organized.
3. Do your work.
4. Invite parents to school.
5. Leave cell phones, pagers, beepers, CD/DVD players, MP3 players, cards, toys, shoes with wheels, wallet chains, skateboards, and scooters at home. School personnel cannot be responsible for lost or stolen items that disrupt the instructional environment or that are not permitted on campus due to safety concerns. Parents will be contacted and may need to pick up any item that is not appropriate for school. Any item that is inappropriate for school must be put away at the request of any school staff member.
6. Students should not wear hats or sunglasses inside the building.
7. Students should not wear short shorts or skirts; clothing that reveals undergarments, cleavage, or the abdominal area; halter tops; clothing with spaghetti straps; sagging pants or shorts; belts or jewelry with spikes; or pajamas to school.
8. Students are expected to move about the school campus (before school, during class changes, and after school) without causing any disruption.
9. Students are not permitted to bring other students to school as “visitors” unless the person is involved in instruction and the visit is approved in advance by the principal.
10. Students are asked not to sell anything at school without permission of the principal.
11. Students are not permitted on the campus of Davis Drive Elementary School without the permission of the principal.

**Disciplinary action will be taken for the following:**

1. Misconduct on the bus, school property, or related school functions and field trips.
2. Tardiness to school or to class.
3. Missing class (skipping) or leaving class without permission.
4. Communicating a threat.
5. Disruptive behavior.
6. Use of profanity.
7. Verbal abuse.
8. Theft or possession of stolen property.
9. Damage to property.
10. Possession or use of tobacco products.
11. Fighting.
12. Failure to comply with directions of any school employee (teachers, administrators, substitute teachers, or any other school staff member).
13. Plagiarism (to include giving or receiving aid on an assignment that is not authorized by the teacher).
14. Bringing, acquiring, displaying, or drawing inappropriate or obscene materials.

**The following will require suspension and may lead to long-term suspension and possible court proceedings:**

1. Sexual harassment.
2. Pulling a fire alarm (initiating a false alarm).
3. Bringing a weapon or explosive items (including chemicals) to school.
4. Assault on a student.
5. Assault on a school employee or other adult.
6. Assault involving a weapon or using an object as a weapon in a threatening or destructive manner.
7. Bringing an explosive device, stink bombs, or cherry bombs to school.
8. Bringing, selling, consuming, and/or distributing alcohol or drugs to school. Passing any substance which creates euphoria on any school campus or at a school-sponsored event.
9. Arson or bringing matches, a lighter, or any device that produces fire to school.
10. Fighting.

*All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.*

The WCPSS Student/Parent Handbook is also available on-line in both English and Spanish at:  
<http://www.wcpss.net/parent-handbooks/>

### ***Homework Philosophy***

In affirming the Board of Education Policy 5510 of Wake County Policy Public School System on homework, Davis Drive Middle School believes that homework:

- ◆ is an important part of the educational program for students.
- ◆ assignments should be purposeful continuations or extensions of the instructional program.
- ◆ should be appropriate to the students' developmental level.
- ◆ should help students become responsible, self-directed learners, improve their academic achievement and provide reinforcement opportunities and.
- ◆ will be done by students outside of school hours.

### ***Homework Policy***

- ◆ Homework assignments will be specific and well explained by the teacher.
- ◆ Homework assignments will be varied to help students with a diverse range of needs and skills.
- ◆ Homework should take no more than 30 minutes per subject.
- ◆ When assigned, homework is required to be completed and will represent no more than 15% of the student's grade.
- ◆ All students are required to record daily assignments in an agenda

### ***Grading Scale***

<b>A</b>	93-100	<i>Superior</i>
<b>B</b>	85-92	<i>Above Average</i>
<b>C</b>	77-84	<i>Average</i>
<b>D</b>	70-76	<i>Below Average</i>
<b>F</b>	69 or below	<i>Failure</i>

### ***Honor Rolls***

Honor rolls will be published at the end of each 9-week grading period.

**“A” Honor Roll**

*All grades are “A”*

**“A-B” Honor Roll**

*No grade lower than a “B”*

The “A” and “A-B” Honor Roll will be compiled from the computer printout of students' grades.

### ***Computer Violations (Acceptable Use Policy)***

Internet users are expected to abide by the generally accepted rules of network etiquette. The following are not permitted and will result in loss of computer privileges:

- \*Sending, displaying, or printing offensive messages or pictures
- \*Using obscene language
- \*Harassing, insulting, or attacking others
- \*Damaging computers, computer systems, software, or computer networks
- \*Violating copyright laws
- \*Using another's ID/password
- \*Illegal use of data in folders or work files
- \*Intentionally wasting limited resources. This includes distributing mass e-mail messages, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization.
- \*Employing the network for commercial purposes

### ***School-Wide Tardy Policy***

**Philosophy**-Academic success is directly correlated to attendance. Teachers, administrators, students and parents must work together to make sure students are present and on time to each class of the day. There must be consequences for tardiness, but there must also be a strong effort by each person in our school's community to help students get to class on time.

#### ***Each person has a role:***

**Teachers and other staff members**-will monitor student behavior in the hallways during transitions, before and after school. Teachers will keep the traffic moving and be a positive adult presence. Teachers will make parent contacts when tardiness becomes a problem (*after 3<sup>rd</sup> occurrence*).

**Administrators**-will support teachers and other staff members by being a presence in the halls during transitions and by assigning consequences when a student has violated the school's tardy policy.

**School Resource Officer**-will patrol the campus regularly, helping students get to class on time and helping any student out of class during a class period back to his/her classroom.

**Students**-will arrive to each and every class on time.

**Parents**-will support their children in arriving to school on time. Parents will communicate with school staff and support the discipline process.

#### **Tardy Policy Consequences**

**1<sup>st</sup> and 2<sup>nd</sup> tardy: Teacher Warning**

**3<sup>rd</sup> tardy: Student is assigned lunch detention and teacher notifies parent**

**4<sup>th</sup> tardy and beyond: Student is referred to Administration**

\*Occurrences listed above are the number of occurrences per teacher/class each 9-week grading period (not cumulative).

### *Bus Rules*

#### *Student Expectations*

1. Enter the bus in an orderly and quiet manner.
2. Sit in assigned seats without being reminded.
3. Remain seated and face front at all times.
4. Keep all objects (hands, arms, head, etc.) in bus at all times.
5. Sit with feet on the floor and book bag in lap.
6. Follow rules and regulations of driver, school, and county.
7. Food and drink are not allowed on the bus at any time.
8. Be respectful to the driver and other students.
9. Do not run to or from the bus.
10. Go to the parking lot to get on the bus. If the bus is not in the parking lot, come back to the curb. Wait for the bus to pick up on the curb.
11. Only cross the bus driveway in the yellow crosswalk. Do not cross between buses.

### *Davis Drive Middle School Bell Schedule 2007-2008*

<b><u>6th Grade</u></b>	<b><u>7th Grade</u></b>	<b><u>8th Grade</u></b>
	<b>8:15-9:01 Elective or PE</b>	
<b>8:15-9:23 Core 1</b>	<b>9:05-9:51 Elective or PE</b>	<b>8:15-9:23 Core 1</b>
<b>9:27-10:35 Core 2</b>	<b>9:55-11:03 Core 1</b>	<b>9:27-10:35 Core 2</b>
<b>10:39-11:47 Core 3</b>	<b>11:03-11:28 Lunch</b>	<b>10:39-11:25 Elective or PE</b>
		<b>11:29-12:15 Elective or PE</b>
<b>11:51-12:59 Core 4</b>	<b>11:28-12:36 Core 2</b>	<b>12:15-12:40 Lunch</b>
<b>12:59-1:24 Lunch</b>	<b>12:40-1:48 Core 3</b>	<b>12:40-1:48 Core 3</b>
<b>1:24-2:10 Elective or PE</b>	<b>1:52-3:00 Core 4</b>	<b>1:52-3:00 Core 4</b>
<b>2:14-3:00 Elective or PE</b>		

## *Attendance Procedures*

### *Absences and Request for Excused Absences*

In accordance with the Wake County Public School Attendance Policy, an absence is excused if the following condition exists.

1. Illness or injury
2. Isolation ordered by State Board of Health or Wake County Health Department
3. Death in Family
4. Medical, dental or other appointment with a health care provider.
5. Court Appearance
6. Religious Observance
7. Participation in a valid education opportunity, such as travel with prior approval, as documented on the "Request for excused Absence for Educational Reasons."

In response to Item #1-6 above, a note is required for re-entry into school.

*In response to Item #7 above, a Request for Excused Absence for Educational Reasons must be completed for all travel related absences. This request must be made a minimum of 7 days prior to absence date. Any other requests will be marked as unexcused. Forms are available in the Attendance Office. Teachers will determine how and when the work is made up.*

If your child is going to be out, please call 387-4369 and leave a message as to why. Upon return to school, please send a note with the student to be given to the Attendance Office. E-mail is not an accepted form of communicating your child's absence. You must call and send in a signed note.

No student will be pulled from class for any reason, prior to the arrival of the parent or authorized person. This person must sign the student out in the Attendance Office. Also, upon return from an appointment, the student needs to bring in a note from the appointment or the parent needs to sign the student back in at the Attendance office.

**When picking up a student, all parents must enter through the Main Entrance by the Front Office and go to the Attendance Office. Please do not enter through the side entrance.**

**We ask that no sign outs occur after 2:45 p.m. If you need your child for an appointment, try to pick them up prior to 2:45 or you will need to wait until school is released at 3:00 p.m.**